

**ORIGINAL FOR EXECUTION
6/17/2020**

AGREEMENT

Between

BAY COUNTY

and

**THE BAY COUNTY ASSOCIATION OF
MANAGERS, PROFESSIONALS AND SUPERVISORS
(B.C.A.M.P.S.)**

JANUARY 1, 2020 – DECEMBER 31, 2022

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AGREEMENT

THIS AGREEMENT is entered into this ____ day of _____, 2020, between the County of Bay, a Municipal Corporation of the State of Michigan, (hereinafter referred to as the "County,") and the Bay County Association of Managers, Professionals and Supervisors, a non-profit labor organization, (hereinafter referred to as the "Association.")

WITNESSETH: That the parties hereto, in consideration of the mutual covenants and agreements hereinafter contained, do hereby agree as follows:

PREAMBLE - PURPOSE

The purpose of the Working Agreement between the County and the Association is to promote and ensure a spirit of mutual confidence, cooperation, economy and efficiency of operation; to set forth the general policy of the County on personnel and procedures; and to establish rates of pay and conditions of work; as defined in this Agreement.

ARTICLE 1 **RECOGNITION**

1.0 RECOGNITION

Pursuant to and in accordance with all applicable provisions of Act 336 of the Michigan Public Acts of 1947, as amended, the County hereby recognizes the Association as the sole and exclusive representatives for the purpose of collective bargaining with respect to wages, hours, and terms and conditions of employment for all employees within the following units:

1.01 CATEGORY (A)

All regular full and part-time supervisory, managerial, professional and administrative employees: (a) as certified on July 28, 1981, by the Michigan Employment Relations Commission, Case No. R81D-171-R81-F241.

1.02 CATEGORY (B)

All regular full and part-time non-supervisory, managerial, and professional employees: (a) as certified on July 28, 1981, by the Michigan Employment Relations Commission, Case No. R81D-171-R81-F241.

1.03 NEW POSITIONS

New positions established by the County which fall into Category (A) or (B) as listed above shall become unit positions.

1.1 NON-DISCRIMINATION

No employee shall be discriminated against in any manner because of race, creed, color, sex, national origin, age, organizational activity, political affiliation, disability, membership or non-membership in the Association or any other bargaining unit, or religious belief, as required by law.

ARTICLE 2
MANAGEMENT RIGHTS

2.0 MANAGEMENT RIGHTS

Except as expressly abridged by any provision of this Agreement, the County reserves and retains all of its normal and inherent rights with respect to management of its affairs in all respects in accordance with its responsibilities, whether exercised or not, including but not limited to its rights to determine and from time to time to re-determine the number, location and type of work forces, facilities, operations, and the methods processed and equipment to be employed; the scope of services to be performed, the method of service and the schedule of work time; to contract and subcontract existing and future work, to discontinue conduct of its mission or operations in whole or in part; to determine whether and to what extent the work required in its operations shall be performed by employees covered by this Agreement; to transfer its work from or to, either in whole or in part, to any number, types and grades of positions or employees assigned to any organization or unit, department or project; to establish and change work schedules, assignments and facility locations, to hire, transfer, promote and demote employees; to lay off, terminate or otherwise relieve employees from duty; to suspend, discharge or discipline non-probationary employees for cause, to use supervisors or other County employees to perform work of the kind performed by employees of the unit; and otherwise to take such measures as management may determine to be necessary for the orderly, efficient and economical operation of the County. The Employer will not layoff employees in the bargaining unit and then have the laid off employees work performed by non-bargaining unit County employees or non-bargaining unit County supervisors.

2.1 SUSPENSION OF AGREEMENT

If, in the sole discretion of the Chairman of the Board of Commissioners, or the County Executive or his/her designee, or in their absence, the Official so designated by law to act in their absence, it is determined that civil emergency conditions exist including but not limited to riots, civil disorders, hurricane conditions, or similar catastrophes, the provisions of this Agreement may be suspended during the time of the declared emergency, provided that wage rates and monetary fringe benefits shall not be suspended.

2.2 EMERGENCY MANAGER PROVISION

In accordance with the provisions of Public Employment Relations Act (Act 336 of 1947, §423.215 (7)), the parties recognize that such Act provides for an emergency manager

appointed under the local financial stability and choice act, 2012 PA 436, MCL 141.1541 to 141.1575, to reject, modify, or terminate the collective bargaining agreement as provided in the local financial stability and choice act, 2012 PA 436, MCL 141.1541 to 141.1575 and that Provisions required by this subsection are prohibited subjects of bargaining under this act.

ARTICLE 3 **ASSOCIATION SECURITY**

3.0 NON-INTERFERENCE

The employer will not aid, promote or finance any labor group or organization which purports to engage in collective bargaining.

3.1 MEMBERSHIP IN THE ASSOCIATION

Membership in the Association is not compulsory. Regular employees have the right to join, not join, maintain or drop their membership in the Association, as they see fit. Neither party shall interfere, restrain, coerce, or discriminate against any employee in regard to the exercise of freedom of choice in such matters.

3.2 ASSOCIATION DUES AND REPRESENTATION FEES

The Employer agrees to deduct Association dues or Association representation fees from employees who choose to become members of the Association by signing an appropriate dues check-off deduction document. In no event shall such deduction take place until the first payday of the month following the employee's successful completion of 30 days of employment.

The Employer also agrees to deduct from an employee's paycheck the initiation fee of the Association, for those employees joining the Association, which is payable only once when an employee has become a member of the Association for 60 days.

The Employer agrees to deduct from the salary of each individual employee in the bargaining unit who becomes an Association member, the Association's dues and initiation fee, subject to all of the following conditions:

- A) The Association shall obtain from each of its members a completed and signed authorization form which shall conform to the respective state and federal law(s) concerning that subject, or any interpretation(s) thereof.
- B) All checkoff authorization forms shall be filed with the Personnel Office, who may return any incomplete or incorrectly completed form to the Association's designated financial officer, and no checkoff shall be made until such deficiency is corrected.

- C) All employees covered under this Agreement who do not voluntarily choose membership in the Association shall have deducted from their wages a representation fee, after receipt by the Employer of a signed authorization card conforming to state and federal laws, and which sum shall accurately represent the amount for that employee due the Association as their fair share of costs attributable to negotiating the terms of this Agreement and servicing the contract.
- D) The Employer shall only checkoff obligations which come due at the time of checkoff, and will make checkoff deductions only if the employee has enough pay due to cover such obligation. The Employer is not responsible for refund to the employee if he/she has duplicated a checkoff deduction by direct payment to the Association.
- E) The Employer's remittance shall be deemed correct if the Association does not give written notice to the Personnel Office within two (2) calendar weeks after remittance is transmitted of its belief, with reason(s) stated therefore, that the remittance is incorrect.
- F) The Association shall provide at least thirty (30) days' written notice to the Personnel Office of the amount of Association dues and/or representation fees and/or initiation fee to be deducted from the wages of employees in accordance with this Article. Any changes in the amounts determined will also be provided to the Personnel Office at least thirty (30) days prior to its implementation.

3.3 HOLD HARMLESS AND INDEMNIFICATION

The Association agrees to defend, indemnify and save the Employer harmless against any and all claims, suits, or other forms of liability arising out of its deduction from an employee's pay of Association dues, representation fees and/or initiation fee, or in reliance upon any list, notice, certification or authorization furnished under this Article or the termination of an employee as provided hereunder. The Association assumes full responsibility for the disposition of the deductions so made once they have been sent to the Association.

3.4 NO STRIKE CLAUSE

The Association agrees that neither the Association, its agents, nor its members will authorize, instigate, aid, condone or engage in a work stoppage, slowdown, strike or other concerted activity which interferes with the operation of the Employer in any way. Individual employees or groups of employees who instigate, aid or engage in a work stoppage, slowdown or strike may be disciplined up to and including discharge at the sole discretion of the Employer.

ARTICLE 4
BARGAINING COMMITTEE

4.0 COMPOSITION

The Bargaining Committee of the Association shall include not more than three (3) unit members and the Secretary strictly for note taking. The Bargaining Committee may also include not more than two (2) non-employee representatives of the Association. The Association shall submit to the County, in writing, the names and addresses of its employees and non-employee representatives on the Bargaining Committee prior to negotiations, and in the event of a change during negotiations, notice of such change will be given prior to the next meeting.

4.1 ASSOCIATION/COUNTY TIME

Bargaining/Grievance Committee members shall be paid their regular compensation while on Association business investigating and presenting grievances or dealing directly with county officials regarding contract negotiations, provided the Committee member obtains approval from his/her supervisor prior to grievance handling or contract negotiations.

ARTICLE 5
HOURS OF WORK

5.0 WORK WEEK

The parties hereto agree that a normal work week shall consist of forty (40) hours, Monday through Friday, 8:00 a.m. to 5:00 p.m., including a one (1) hour unpaid lunch period plus a fifteen (15) minute break period during mid-morning and afternoon. Since the members of this unit are, for the purposes of this contract, managerial, supervisory or professional employees, necessary overtime shall be worked at no additional pay. Should an employee work more than forty-two (42) hours in a week, he/she shall be paid for time worked over the forty-two (42) hours on an hour-for-hour basis or accumulated as comp time on an hour-for-hour basis, if mutually agreed to and to be taken at a mutually agreed time, within twelve (12) months. Overtime pay for time worked over forty (40) hours in a work week is determined by this Agreement or by applicable law, with applicable law superseding this Agreement.

5.1 ON-CALL POSITIONS

The parties agree that certain unit members are on-call during a twenty-four (24) hour period due to their particular responsibility. Should emergency calls require that an individual be required to report to a County facility, all hours shall provide an equal amount of compensation time in full hour increments, following the approval of the immediate supervisor.

When the employer orders an employee to be on-call for periods of time of one week (Monday through Sunday), which applies only to employees who are on-call to work in 24 hour, seven day per week facilities or provide Information Technology services, that employee shall be paid four hours of straight time for being on-call. Additionally, non-exempt employees shall be given pay or compensatory time at time and one half for all hours worked. Taking compensatory time in lieu of pay requires mutual consent of the employee and supervisor. If required, the employee must physically report to work within one hour of being called in and must be available by telephone, provided by employer, while on-call. If physical presence in the building is not required to rectify the on-call event, employee must respond within 30 minutes. Failure to comply within these requirements shall result in forfeiture of the four hours of pay and subject the employee to possible disciplinary action.

5.2 SHORT WEEK

The above work week as described shall, however, not guarantee a full forty (40) hour work week for each unit member.

5.3 FLEX TIME

If agreeable with the employee and the County, flexible scheduling may be implemented to allow employees to work a schedule other than the daily 8:00 a.m. - 5:00 p.m. assignment. This shall include the adjustment of schedules based upon seasonal work.

5.4 RECORDED WORK TIME

Management shall determine the method of recording employee work time. Any method adopted shall apply equally to all unit members.

ARTICLE 6
DISCIPLINARY RECORDS

6.0 DISCIPLINARY RECORDS

Disciplinary action may be taken against a non-probationary employee for just cause. Records of all disciplinary actions shall be maintained as follows:

6.01

Prior to imposing disciplinary action on a non-probationary employee, he/she shall be entitled to have their Association Representative present.

6.02 WRITTEN REPRIMANDS

Written reprimands or other disciplinary action shall describe the behavior which caused the disciplinary action, shall give direct and explicit orders for the future, if any. After a period of two (2) years from the last date of filing for a written reprimand, all such records shall

not be used in any subsequent disciplinary action. For any other disciplinary action, a three (3) year limit shall apply.

6.1 RECORD PLACEMENT

A copy of a written reprimand record which is placed in an employee's file shall be given to the employee at the time such record is made.

6.2 RECORD REVIEW

Employees shall have the right to review their personnel files in the presence of an administrator as outlined under the law (MCLA 423.501-512) and to make copies of all non-confidential documents contained therein at reasonable times and their own expense.

ARTICLE 7
EMPLOYEE CATEGORY

7.0 EMPLOYEE CATEGORY

- A) Full-time: An employee who is employed thirty (30) or more hours per week.
- B) Part-time: An employee who is employed less than thirty (30) hours per week.
- C) Probationary: A newly hired employee who is employed to fill a full or part-time position.
- D) Temporary/Substitute: An employee who is employed from outside the unit to fill a full or part-time position on a per diem or hourly basis. Such persons are not covered by this agreement.

7.1 PROBATION PERIOD

All new full-time/part-time employees in the unit shall serve a six month probationary period. During this period, the employee may be terminated without recourse to or without regard to this Agreement, and shall not be entitled to the benefits of the grievance procedure as it relates to discipline and/or discharge. The probationary employee can be terminated for any reason or for no reason. A probationary employee is an employee at will. The probation may be extended for an additional six months at the sole discretion of the Department Head. This is not subject to the grievance procedure.

Upon completion of the probationary period, the employee's name shall be placed on the seniority list as of his/her last date of hire; provided, however, that if an employee is absent from work for any reason, his/her probationary period shall be extended by a period equal to the duration of such absence.

7.2 SENIORITY

A new permanent full-time/part-time employee's seniority date shall be their hire date and shall become effective after satisfactory completion of their probationary period.

ARTICLE 8
CLASSIFICATION/COMPENSATION

8.0 CLASSIFICATION/COMPENSATION

County reserves unto itself the prerogative of creating or modifying positions within this unit. Management will, however, confer with the Association for its input prior to any official action. Copies of the new or modified positions shall be provided to the affected individuals and the unit president. Should any major changes require an increase in assigned work hours, management will confer with the Association to evaluate the change and how the increased assignment shall be compensated.

8.1 UNIT POSITIONS

Unit positions shall be positions as outlined in Article 1.

8.2 RECLASSIFICATION/COMPENSATION PROGRAM

The parties hereto recognize that the Bay County Board of Commissioners has adopted a written Personnel Policy governing procedures for determining compensation for positions within the County service. The Personnel Director shall be responsible for the administration of all aspects of the Reclassification/Compensation program and conferring with the Personnel Committee of the Bay County Board of Commissioners. When an employee believes that his or her classification is deserving of consideration, the Union may present their request. The Personnel Director and the Union agree to discuss such reclassification requests applying the methods set forth in the County's Wage and Salary Program. In order to receive consideration, one of three criteria listed below must be met and such requests must be received by the Personnel Department prior to May 1 of each year. Any adjustments will become effective as of January 1 of the following year. The current pay scale will continue to be used to determine the appropriate pay step in which to place an employee whose position was reclassified. To be eligible for consideration, the employer must find one of the following three criteria to be met:

1. The knowledge, skills, and abilities (KSAs) required for the position have changed and are significantly greater than before. The employee bears the burden of proof to demonstrate a significant change in KSA level.
2. Two positions having different wage rates are combined and the KSAs of the combined job are at least 40% of the higher rated position KSAs that drove the classification to be higher paid.

3. The position has been improperly classified in comparison to comparable positions in the County.

Should the Personnel Director determine the position has met one of these criteria, the reclassification request will be submitted to the Board of Commissioners for final approval and appropriate budget adjustments.

Nothing in this Article 8.2 is subject to the grievance procedure.

8.3 UNIT JOB DESCRIPTION

All unit positions shall have at least the following:

- A) Job title.
- B) General description of duties.
- C) Qualifications and/or certification.
- D) Salary level.

8.4 JOB REALIGNMENT

If the added duties to an existing position do not require an increase in the basic work week, no additional compensation shall be required.

8.5 INCREMENTS

Salary increments for part-time employees shall be prorated--based upon 1,560 hours per year.

ARTICLE 9 VACANCIES

9.0 VACANCY OCCURRENCE

A vacancy shall exist when a new position is created by the Board of Commissioners or when a vacant position is posted. Unit members may apply, in writing, and shall be considered for any posted unit position if they are qualified, and if they are qualified, he/she shall be interviewed. However, the Employer reserves the right to hire from within or outside of the Bargaining Unit who it believes is best qualified for the position and such decision shall be final and binding on all the parties.

9.1 TIME LIMIT

Job vacancies shall be posted for at least seven (7) calendar days.

ARTICLE 10
TEMPORARY ASSIGNMENTS

10.0 TEMPORARY ASSIGNMENTS

An employee who is temporarily assigned in writing by his/her immediate supervisor, not a member of this bargaining unit, the duties and responsibilities of the position that pays a higher grade than his/her regular assignment, for five consecutive working days, shall be paid the rate for that position, which represents an increase and should be placed in the new range at a step which represents an increase equivalent to at least a one-step increase in the old range. That is, the employee should be placed at a salary step in the new range which provides a salary increase which is not less than the difference between the minimum and the first step of the range for the lower classification involved.

ARTICLE 11
LAYOFF/RECALL

11.0 UNIT REDUCTION

The Employer reserves the right to lay off employees. The County will meet with unit officers to explain the layoffs prior to the actual layoff(s). Layoff of regular employees shall not occur until part-time and/or temporary employees within the same division and affected classification are laid off.

11.1 LAYOFF PREFERENCE

In a layoff situation where more than (1) unit member has the identical job, is in the same program, same certification, same classification and same pay grade, and is in the same department (example: sanitarian in the Health Department), the individual laid off will have a lesser level of seniority, provided that the more senior person has the present ability to perform the job.

11.2 LAYOFF NOTICE

A unit member to be laid off must be notified in writing fourteen (14) calendar days prior to the layoff date. If an employee is retiring and has available vacation or personal time, they will be permitted to use that time for an additional sixteen (16) days to prevent an employment break in service.

11.3 RECALL RIGHTS

An employee shall hold recall rights for one (1) year from the date of layoff to the position from which he/she was laid off, or the length of their seniority, whichever is less.

11.4 RECALL NOTICE

If a laid off employee is to be recalled, the notice shall be sent by certified mail or hand delivered to the employee's last known address. It is the employee's responsibility to notify the County of any change of address.

ARTICLE 12
SERVICE TERMINATION

12.0 TERMINATION CONDITIONS

An employee's termination of service and employment shall occur if any of the following conditions arise:

- A) Voluntary resignation.
- B) Discharge and not reinstated through the grievance procedure.
- C) Laid off employee is not recalled within one (1) year or the length of their seniority, whichever is less.
- D) Recalled to a position and the position is refused.
- E) Failure to report for work for two (2) consecutive days without notifying one's supervisor by the end of that second workday.
- F) Failure to report to work from an expired leave of absence of any kind, on the specified date for return, unless the failure to return was due to circumstances beyond the control of the employee. The Employer may require verification of the circumstances.
- G) He/she intentionally falsifies his/her employment record.

ARTICLE 13
GRIEVANCE PROCEDURE

13.0 STATEMENT OF PURPOSE

- A) The parties intend that the grievance procedure shall serve as a means for the peaceful settlement of disputes as they arise concerning the interpretation or application of this Agreement, without interruption or disturbance of the normal operation of the County.
- B) The parties seek to secure, at the earliest level possible, equitable solutions to complaints or grievances of members of this bargaining unit. Both parties agree that proceedings under this Article shall be kept as informal and confidential as may be appropriate.

13.1 DEFINITION

- A) A grievance under this agreement is a written dispute, claim, or complaint arising under and during the term of this Agreement and filed by either an authorized representative of, or any employee in the bargaining unit. Any grievance filed shall refer to the provision or provisions of the Agreement alleged to have been violated, shall set forth the facts pertaining to the alleged violation, and shall state the settlement or correction requested.
- B) Grievances are limited to matters of interpretation or application of express provisions of this Agreement. The parties recognize that an orderly grievance procedure is necessary and agree that each step must be adhered to as set forth herein.

13.2 PROCEDURE

13.20 WRITTEN COMPLAINT (STEP 1)

The employee shall, within ten (10) working days after the occurrence of the circumstance giving rise to the grievance or the time of the employee's first knowledge thereof, or the time the employee should have known thereof, reduce the matter to written form stating all facts in detail, sign it, and submit same to his/her supervisor. The supervisor shall within ten (10) working days return his/her answer in writing.

13.21 DEPARTMENT HEAD, DIVISION HEAD, ELECTED OFFICIAL (STEP 2)

Failing to resolve the grievance in Step 1 (Section 14.20), the Association representative may within five (5) working days of receipt of the supervisor's disposition, present the grievance to the Department Head, Division Head or Elected Official, as is appropriate, who shall within five (5) working days of receipt of the grievance return his/her answer in writing.

13.22 COUNTY EXECUTIVE (STEP 3)

Failing to resolve the grievance in Step 2 (Section 13.21), the Association may within five (5) working days of receipt of the County's answer present the grievance to the County Executive or designee who shall within five (5) working days of receipt of the grievance contact the Association to arrange a mutual date to discuss the dispute between the parties. A written response shall be forwarded in writing to the Association by management within five (5) working days of the joint meeting.

FOR EMPLOYEES WORKING FOR THE PROSECUTOR'S OFFICE ONLY: This Step 3 will not apply for issues pertaining to discipline, discharge and work assignment.

13.23 MEDIATION (STEP 4)

Failing to resolve the grievance in Step 3 (Section 13.22), the Association may submit the matter to the Michigan Employment Relations Commission for mediation within five (5) working days of the receipt of the answer in Step 3.

13.24 ARBITRATION (STEP 5)

If either party is unsatisfied with the decision from the previous step (Step 4), either party may within five (5) working days submit the grievance to arbitration. Arbitration may take the form of "local choice arbitration panel" where each party selects an arbitrator and the third panel member is jointly selected by the parties. Should this panel process fail to be established within twenty (20) working days, the American Arbitration Association shall be contacted for arbitrator assignment. The decision of the panel or arbitrator shall be final and binding on the parties, except as provided by law.

13.3 SETTLEMENT

Any and all grievances resolved at any step of the grievance procedure as contained in this Agreement shall be final and binding on the County, the Association, and any and all employees involved in the particular grievance.

13.4 PROCESSING

Grievances shall be processed within the prescribed time limits. Any grievance not carried to the next step by the Association within the prescribed time limits or such extension which may be agreed to in writing by the parties shall be automatically considered to be settled based upon the Employer's last answer. Any grievance not answered by the Employer within the prescribed time limits or such extension which may be agreed to in writing by the parties shall be advanced to the next step.

13.5 WORKDAY DEFINITION

A workday means a day where a County office or building is open for normal business. Saturday, Sunday, and holidays shall not be counted as workdays for grievance purposes.

13.6 BACK PAY

The employer shall not be required to pay back wages for periods prior to the time a written grievance is filed; provided, that in the case of a pay shortage, of which the employee had not been aware before receiving his/her pay, any adjustment made shall be retroactive to the beginning of that pay period providing the employee files his/her grievance within the prescribed times from the date of receipt of such pay.

13.7 ENTERING OR ADVANCING OUT OF ORDER

Grievances may, with the written consent of the parties, be commenced at any stage of the grievance procedure or may, with the written consent of the parties, be advanced and processed out of order. Time limits may be waived upon written agreement of the parties.

13.8 CLAIMS FOR BACK WAGES

All claims for back wages shall be limited to the amount of wages that the employee otherwise would have earned less any unemployment compensation or compensation from normal services that he/she may or could have received from any source during the period on which the back pay was provided. Any back pay awarded pursuant to a grievance settlement shall be paid in the next pay period following the settlement.

13.9 LIMITATIONS

- A) The power and authority of the arbitrator shall be strictly limited to the interpretation of the explicit terms of this Agreement as herein expressly set forth. He/she shall not have the authority to add, subtract from or modify any terms, to limit or impair any right that is reserved to the County or Association or employees, or to establish or change any wage or rate of pay that has been agreed to in this Agreement.
- B) The decision of any arbitrator or of the County in one case shall not create a basis for retroactive adjustment in any other case, but shall be a basis for prospective adjustment.

13.10 ARBITRATION COSTS

Arbitration costs shall be shared by both parties equally. These will be limited to actual costs of the Arbitrator. Any costs incurred by the parties in presenting their cases shall be borne by the party incurring such costs. Each party shall make arrangements for and pay the witnesses which they call.

13.11 ASSOCIATION REPRESENTATION

Association involvement in the processing of grievances shall be as follows:

Step 1 - Written Complaint: employee and Association Grievance Committee representative or designee.

Step 2 - Department Head, Division Head, Elected Official: Employee and grievance designee.

Step 3 - County Executive: Grievance Committee and/or B.C.A.M.P.S. Representative.

Step 4 - Mediation: Grievance Committee and/or B.C.A.M.P.S. Representative.

Step 5 - Arbitration: Grievance Committee and/or B.C.A.M.P.S. Representative.

Grievants shall not lose pay for grievance meetings with employer during regular working hours.

13.12 ELECTION OF REMEDIES

When remedies are available for any complaint and/or grievance of an employee through any administrative or statutory scheme or procedure, such as, but not limited to, a veteran's preference hearing, civil rights hearing, or Department of Labor hearing, in addition to the grievance procedure provided under this contract, and the employee elects to utilize the statutory or administrative remedy, the Association and the affected employee shall not process the complaint through any grievance procedure provided for in this contract. If an employee elects to use the grievance procedure provided for in this contract and, subsequently, elects to utilize the statutory or administrative remedies, then the grievance procedure provided for hereunder shall not be applicable and any relief granted shall be forfeited.

ARTICLE 14
LEAVES OF ABSENCE

14.0 FUNERAL LEAVE

14.01 FUNERAL LEAVE

In the event of a death in the employee's immediate family (spouse, child, step-child, parent, current stepparent, grandparent, grandchildren, parent-in-law, son-in-law, daughter-in-law, brother, sister, brother-in-law, sister-in-law, domestic partner, or parents or siblings of a domestic partner or a permanent member of the employee's family), an employee shall be allowed up to three (3) days paid leave for the funeral, memorial service or matters pertaining to the death of the person, providing that the days are taken within 30 calendar days of the date of death and the supervisor is notified of those days prior to the absence.

For purposes of this Article 14.0, a domestic partner is one who has a exclusive and committed relationship to the employee and shares a domicile with the employee for a period of six months or more.

For purposes of this Article 14.0, a permanent member of the employee's family is one who shares a domicile with the employee for six months or more and is related to the employee, or who is listed as a dependent on the employee's income tax return for the prior year.

Effective January 1, 2004, in the event of a death of an employee's aunt or uncle, the employee shall be allowed one (1) day paid leave for the funeral.

14.02 EXTENSION

The Personnel Director may authorize up to two (2) additional paid days of leave if extenuating circumstances require the employee to be absent.

14.1 MILITARY LEAVE

The County shall observe provisions of the federal regulations regarding re-employment rights and leaves of absences in accordance with the Military Selective Service Act of 1957, as amended.

14.2 PERSONAL LEAVE

Upon written request, an employee may be granted an unpaid leave of absence by the Personnel Director and their Department Head without fringe benefit continuation and/or accrual (such as, but not limited to, vacation, sick leave, holidays and health insurance), not to exceed one (1) year in duration.

14.3 LEAVE CONDITIONS

14.30 LEAVE/SENIORITY

Seniority shall not accrue during any unpaid leave of absence, nor shall any fringe benefits accrue or be paid.

14.31 RETURN TO WORK

Upon termination of the approved leave of absence, the employee shall have the right to displace a substitute employee who held his/her position.

14.32 BENEFIT FREEZE

All accrued benefits frozen at leave time shall be available upon return.

14.4 JURY DUTY

The County shall pay to any employee, who is required to serve on a jury panel, his/her regular daily wage. In return, the employee shall turn over to the County Treasurer any fees paid to him/her by the Courts. Should the employee be released by the Courts prior to normal quitting time, that employee shall return to his/her normal assignment.

ARTICLE 15
SICK LEAVE

15.0 SICK LEAVE

Sick leave for each permanent employee shall be one (1) eight (8) hour day with pay for each month of service. For the purpose of this section, a month of service is complete when the employee has worked eleven (11) days in any one month. Paid sick leave shall be limited to a maximum of ninety (90) days (See Section 15.43). Any employee who is on paid sick leave shall be entitled to all contractual benefits as if he/she were working. A permanent part-time employee shall be entitled to sick leave prorated for the time actually worked (under the same conditions) as that granted a full-time employee.

15.1 PROBATIONARY EMPLOYEE ACCRUAL

A probationary employee shall accrue sick leave while on probation, but shall not be able to use any sick leave until after completing one hundred fifty (150) work days of their probationary period. (See Article 8.1)

15.2 FAMILY ILLNESS

An employee may use up to ten (10) days per year of accumulated sick leave for serious illness in the immediate family (spouse, child, or parent), when the family member requires medical attention from a medical care provider (M.D., D.O., P.A., or N.P.).

15.3 INCREMENTAL BLOCKS

Paid sick leave may be used in one-half (½) hour minimum increments for doctor or dentist appointments.

15.4 SICK LEAVE SEVERANCE

Any employee who after eight (8) years of County employment (except for discharge) leaves the employment of the County, shall be paid one-half (½) of his/her accumulated sick leave, up to forty-five (45) days, which shall be based upon his/her regular daily wage rate, subject to a cap of \$2,500. An employee with eight or more years' seniority who is laid off in accordance with the provisions of Article 11 shall maintain his or her sick leave balance as of the date of layoff for a period of 12 months, or until the employee resigns or breaks seniority in accordance with Article 11, whichever is less. At that time, the employee shall be paid one half of his or her accumulated sick leave subject to a cap of \$2,500.

15.41 SICK LEAVE SEVERANCE-RETIREMENT

Any employee who retires after fifteen (15) years of service shall be paid one-half (½) of his/her accumulated sick leave, up to forty-five (45) days, which shall be based upon his/her regular daily wage rate.

15.42 DESIGNATED BENEFICIARY

The designated beneficiary of an employee who dies while employed by the County, after eight (8) years of service, shall upon death of the employee, be paid for one-half (½) of his/her unused sick leave on record at the time of death, up to forty-five (45) days.

15.5 MEDICAL EXAM

If, in the opinion of the County, a medical examination is required to assure the County that an employee is able to continue his/her present assignment, it may be so directed; in which case the County will bear the costs of said medical examination if not covered by the employee's health insurance. If the employee does not satisfactorily meet the medical requirements for his/her position, the Association will be so notified and he/she may be reassigned or terminated.

15.6 ILLNESS VERIFICATION

If there is a question or doubt regarding the illness of an employee, the Personnel Director or his/her designee may require a doctor's statement from an M.D., D.O., Nurse Practitioner or Physician's Assistant, verifying the illness and may require the employee to submit to a medical examination by an M.D., D.O., Nurse Practitioner or Physician's Assistant selected by the County. In the event the employee is claiming stress or other psychological condition as an illness, the Personnel Director may require the employee to submit to psychological assessments to be made by a licensed practitioner selected by the County. Additionally, this section applies in full force to Article 16, Section 16.2, subsection 16.20. The Employer shall pay for the examination if not covered by the employee's insurance if the employee is required by the Employer to submit to an examination and will also pay mileage to the employee for traveling to any doctor's office which is over 15 miles from Bay City.

15.7 MEDICAL EXAM PRIOR TO RETURN

An employee may be required to submit to a medical exam, at the Employer's direction and expense unless covered by the employee's insurance, before an employee is permitted to return to work.

15.8 SICK LEAVE ABUSE

Any abuse of this article shall be cause for disciplinary action.

15.9 VACATION CONVERSION

In the event an employee should accrue more than ninety (90) days of sick leave at the end of any calendar year, he/she shall be granted one-half (½) of this excess sick leave accumulation to his/her vacation time available in the following year. For purposes of this computation, one day of vacation time will be added for each two full days of excess sick leave accumulation, i.e. 10 days = 5 days vacation; 13 days = 6 days vacation.

ARTICLE 16

BENEFITS

16.0 MEDICAL/HOSPITALIZATION INSURANCE

A. MEDICAL AND HOSPITALIZATION INSURANCE

The COUNTY will provide the following options for medical/hospitalization coverage:

Blue Cross Blue Shield of Michigan (BCBSM) Preferred Provider Organization (PPO) with dental, vision and orthodontic riders

The Employer may use or substitute other health insurance companies which provide comparable coverage for any or all of the health insurance component coverages (medical, prescriptions, dental, vision).

The Employer will notify the Union immediately of any change or proposed change in health insurance carriers or covered benefit levels.

B. PAYMENT IN LIEU OF HEALTH INSURANCE COVERAGE

Any active unit member who is eligible, but chooses not to participate in the medical/hospitalization insurance package, who has health insurance coverage from another source and who signs a waiver from the Employer, shall be paid an annual amount of One Thousand Eight Hundred and No/100 (\$1,800) Dollars. The annual payment will be paid in equal amounts over twenty-six (26) pay dates in a calendar year. An employee who elects Payment in Lieu of Health Insurance Coverage after January 1 of any year, shall be paid a pro-rata amount of the \$1,800 in the same manner as described in the previous sentence with the amount calculated based on the number of full months remaining in the calendar year after the date of the election (example: employee hired June 15, will be entitled to \$900 for that year effective July 1). An employee who subsequently loses medical/hospitalization coverage from another source shall have the right to obtain medical/hospitalization coverage from the Employer as provided in this Agreement at the earliest date possible after written notice to the Personnel Director and approval by same. Said employee shall be entitled to a pro-rata

payment in lieu of health insurance to the date the employee becomes covered by the Employer's medical/hospitalization plan calculated in the same manner as described above for new hires.

Any employee who elects Payment in Lieu of Health Insurance Coverage may elect at the same time to be enrolled in dental and/or vision coverage. The amount the employee will receive for Payment in Lieu of Health Insurance will be determined by deducting the cost of the dental and/or vision coverage from \$1,800 (example: On January 1 employee elects family dental coverage for which the annual cost is \$1,200, the employee will be paid \$600 cash in lieu of health coverage). For elections made after January 1 of any year, both the Payment in Lieu of Health Insurance and the cost of the dental and/or vision coverage shall be prorated.

This Section B is effective until December 31, 2019 for those employees currently receiving the benefits described therein. However, employees not currently receiving this benefit may not attain this benefit thereafter if they are not eligible to receive it on January 1, 2017.

C. METHOD OF COMPUTING EMPLOYEES' SHARE OF PREMIUMS

Effective July 1st of each year subsequent to 2003, employees' contributions shall be fifteen percent (15%) of the rates that are developed based upon the preceding calendar year's actual cost of the Blue Cross Blue Shield Self-Insured Administrative Services Contract (ASC). In the event that any component of the health insurance benefit (medical, prescription drugs, dental, vision), can be provided by an alternate carrier or if a program is added (as in the case of the Medtipster program), with one or both actions being implemented only to enhance cost savings, the employees' contributions shall be fifteen (15%) of the rates that are developed based upon the preceding calendar year's actual cost of all programs combined.

D. RETIREES

Effective upon execution of this agreement by the parties in 2003, retirees who are not eligible for Medicare shall select only the Blue Cross Blue Shield PPO health plan without dental and vision; retirees who are eligible for Medicare shall select only the Blue Cross Blue Shield CMM 100 health plan; retirees' contributions toward the cost of health insurance shall be calculated using the same formula as that used for employees, as described in Section III above.

The County shall provide paid health care benefits for the retiree's current spouse (at time of employee's retirement) in an amount equal to 50% of the difference between the premium required to purchase employee/one dependent coverage and the premium for employee only coverage. Retirees can elect to cover eligible dependent children with the cost to cover eligible dependent children to be paid 100% by the retiree.

BCAMPS/BAY COUNTY**TERMINATION DATE: DECEMBER 31, 2022**

Health care benefits for an eligible spouse shall be paid for, under the terms provided in the preceding paragraph for as long as retirement benefits are being paid to the retiree or in the event of the retiree's death, the spouse remains eligible for health care benefits for as long as he/she receives a Bay County pension as a beneficiary.

Effective for employees hired on or after January 1, 2007, the employer paid portion of retiree and retiree spouse health insurance will be in accordance with the following schedule:

Years of Service	Employer Paid % of Retiree's Premium	Employer Paid % of Spousal Coverage
10	55%	0%
11	55%	0%
12	55%	0%
13	55%	0%
14	55%	0%
15	80%	0%
16	80%	0%
17	80%	0%
18	80%	0%
19	80%	0%
20	85%	15%
21	85%	15%
22	85%	15%
23	85%	15%
24	85%	15%
25	85%	40%
26	85%	40%
27	85%	40%
28	85%	40%
29	85%	40%
30	85%	50%
31	85%	50%
32	85%	50%
33	85%	50%
34	85%	50%
35	85%	50%
36	85%	50%
37	85%	50%
38	85%	50%
39	85%	50%
40	85%	50%
*FOR EMPLOYEES HIRED ON OR AFTER JANUARY 1, 2007, EXCEPT AS PROVIDED IN E, BELOW.		

The obligation of the Employer to pay for health insurance for the retiree and/or retiree's spouse shall cease in the event that comparable health insurance is available to the retiree or his/her spouse through another Employer or other source. For example, if the retiree

accepts other employment and health insurance is available from that Employer, then the County's obligation to the retiree and spouse shall cease, or in the event that the retiree is eligible for health insurance through his/her working spouse, the County shall not be obligated to provide health insurance benefits. All questions of eligibility shall be determined by the rules and regulations established by the carrier providing such coverage. However, if the retiree's health insurance through another Employer ceases or if covered by his/her spouse's health insurance and the benefits cease or are not comparable with the Bay County Health Insurance Plan the retiree and his/her spouse shall have the right to revert to the County of Bay Health Insurance Plan during any annual open enrollment period or by submitting a completed enrollment forms within thirty (30) days of the occurrence. In the event of the death of the retiree, the deceased retiree's spouse who was otherwise previously qualified shall have the right to revert to the County of Bay Health Insurance Plan provided he/she continues to receive a Bay County pension as beneficiary of the deceased retiree.

To be eligible to receive Employer payments for benefits as set forth herein, the retiree and/or his/her spouse must coordinate with other available governmental health insurances such as, but not limited to, Medicaid and Medicare, which may be available in part or in total to the retired employee and/or his/her spouse. The retiree and/or the retiree's spouse receiving health benefits under this contract shall be required to apply for Medicaid, Medicare Parts A and B or similar Federal program benefits as soon as he/she is eligible. As of the date of eligibility, all benefits payable by the Employer shall be reduced by an amount equal to the Federal benefits or other benefits available and shall be supplemental to such coverage. In the event that the name of any of the coverages or benefits referred to are changed, the replacement programs shall apply to the above replacements.

Eligible Retirees will be provided health insurance if there is no break between their last day of work and their first day of retirement as a retiree receiving a monthly pension check. That is, those who separate from employment, and either defer retirement or who are not immediately eligible for pension benefits, will not be provided with health insurance at any time.

E. HEALTH CARE – EMPLOYEES HIRED AFTER JANUARY 1, 2012 ONLY

This Section supersedes any other provision of this collective bargaining agreement which is in conflict with it for employees hired after January 1, 2012. Similarly, those other provisions of the collective bargaining agreement which are not in conflict with this section continue for all employees.

Employees hired after January 1, 2012 will, if otherwise eligible, become covered for health care benefits on the first of the month following the month in which hired.

Such employees shall not be eligible for County-provided health care in retirement.

F. PRESCRIPTION DRUG PLAN

Effective January 1, 2012, the County will provide a prescription drug plan which follows the following co-pay arrangements:

Covered OTC (over the counter) drugs (with Doctor's prescription)	\$0
Generics	\$0 - \$10
Name Brand- Preferred	\$30
Name Brand – Non-Preferred	\$50
Bio-Tech (over \$1,000 and injectable)	\$100 minimum, \$200 Maximum Plus relinquishment of any coupons issued.

16.1 LIFE INSURANCE

16.10 AMOUNT

The County shall provide a group term life insurance coverage in the amount of forty thousand dollars (\$40,000).

This coverage will be cancelled when the employee leaves the County for any reason, including retirement.

Effective the first of the month within sixty (60) days after the contract is executed by the parties in 2010, the County will provide \$10,000.00 Group Term Life Insurance coverage to each employee who retires on or after the effective date of this agreement. This does not apply retroactively to employees who retired before the effective date of this agreement.

Employees hired on or after 1/1/2020 are not eligible for life insurance in retirement.

Under no circumstance may an employee be eligible for both life insurance provisions at the same time.

16.2 SICK AND ACCIDENT INSURANCE

16.20 START DAY/LEVEL

The County will provide "Sickness and Accident" insurance or self-insurance for employees covered by this Agreement. Effective January 1, 1997, employees hired on or after January 1, 1997 shall become eligible for sickness and accident coverage after 365 calendar days from the date of hire. Said insurance payments may become operative on the thirty-first (31st) calendar day after occurrence of verified disability and will provide payment of seventy-five percent (75%) of the employee's regular base rate of pay for a period not to exceed fifty-two (52) weeks for any one disability. Effective January 1, 2014, the maximum benefit shall be six hundred eighty dollars (\$680.00) weekly for a period not to exceed fifty-two (52) weeks for any one disability.

Effective January 1, 2020, employees are permitted to augment up to a maximum of 75% by utilizing available sick time.

16.21 OFFSETS

Payments shall be less any amounts available from other sources included any local, state, or federal government.

16.22 RETIREMENT FACTOR

If it is determined that an employee will not return to work and if eligible for pension under the County's retirement system, such retirement shall not be deferred in order to collect on this benefit.

16.23 ILLNESS CONTINUATION

A reoccurrence of a previous illness which occurs within six (6) months of return to work shall be considered to be a continuation of that illness for computation of the sick and accident benefits.

16.24 BENEFIT ACCRUAL

Time spent on sickness and accident shall not count toward earning sick, vacation, or personal days.

16.25 BENEFIT USE

Available sick and vacation days may be used to receive payments during the thirty (30) day waiting period.

16.26 BENEFIT STATUS

All benefits (except health and life insurance) shall neither accrue or be paid while the employee is under sick and accident coverage. Seniority shall not accrue until the employee returns to work.

16.3 WORKERS' COMPENSATION

16.30 SELF INSURANCE OPTION

Bay County is registered as a "Self-Insuring Employer" under State and Federal rules for payment of workers' compensation benefits and as such does provide this benefit to the employees.

16.31 BENEFITS

Benefits provided under this contract will be retained but not accrued or paid during periods covered by workers' compensation. During coverage under workers' compensation, seniority will be maintained but shall not accrue. Coverage under the medical and hospitalization insurance program will continue for a period of twelve (12) months after the start of the disability period covered by workers' compensation. An employee may participate in the group health insurance program at his or her own expense for an additional six (6) months immediately following. This period may be extended upon approval of the Director of Human Resources.

16.4 RETIREMENT

16.40 RETIREMENT PROGRAM

Bay County provides a retirement program to eligible employees according to terms contained in the Bay County Retirement System Ordinance established January 1, 1947, and as subsequently amended from time to time.

16.41 ORDINANCE INCLUSION

All of the terms and conditions of said ordinance are hereby made part of this contract as though written herein.

16.42 PROGRAM FORMULA

For members of this unit, said ordinance provides for a benefit formula based on two (2%) of the employee's average annual income based upon the best five (5) earning years times (x) the number of years of credited service.

Effective July 1, 2001, for members of this unit, said ordinance provides for a benefit formula based on two and one quarter (2.25%) of the employee's average annual

income based upon the best five (5) earning years times (x) the number of years of credited service.

Effective January 1, 2012, for members of this unit hired on or after January 1, 2012, said Ordinance will provide for a benefit formula based on 1.6% percent of the employees' average annual income based on his or her best five years earnings times the number of years and who have attained 62 years of age.

For members of this unit said ordinance provides for full retirement for members who have thirty (30) years of credited service and who have obtained fifty-five (55) years of age, except that, for those employees hired on or after January 1, 2012, they may retire after completing the 10-year vesting period and upon reach age 62. Retirement for those employees shall also be capped at 75% of the average of the employee's five best years, but is only achieved through years of service times the 1.6 multiplier.

16.43 RETIREMENT MODIFICATION

Any employee hired after January 1, 1991, shall receive no "refund" of contributions made by the Employer on the employee's behalf to the Bay County Employees' Retirement System if that employee leaves the employ of the County for any reason other than retirement prior to eight (8) years of employment; employees hired on or before January 1, 1991, shall be eligible for such refunds according to previous practice.

For employees hired on or after January 1, 2007, the following shall apply:

- (A) The vesting period shall be ten (10) years.
- (B) The minimum number of required hours of work to be included in the retirement system shall be one thousand (1,000) hours.

16.5 MILEAGE/TRAVEL POLICY

16.50 AUTHORIZATION

The employer agrees to pay mileage to all County employees who are required to use their personal car while on authorized County business.

16.51 RATE OF REIMBURSEMENT

The mileage allowance shall be the same as the County's travel policy in effect, and shall be increased without retroactivity when the Bay County Travel Policy change is implemented.

16.52 PROOF OF INSURANCE

The County may require proof of insurance for employees required to use their personal car on County business.

16.53 COUNTY WIDE POLICY

The County's travel policies are hereby made a part of this Agreement by reference.

16.54 CONTRACT AUTHORITY

If any terms contained in these policies differ from terms contained in this contract, this contract shall supersede.

16.6 UNIFORMS AND PROTECTIVE EQUIPMENT

16.70 EMPLOYER OBLIGATION

The Employer shall provide and maintain all required special uniforms and protective equipment.

16.7 TUITION REIMBURSEMENT

Subject to budgetary constraints but with a minimum budget of \$2,000 for this bargaining unit, the County agrees to reimburse bargaining unit employees for 75% of out-of-pocket tuition up to \$1,500 annually while participating in eligible studies at accredited colleges and universities and subject to the following criteria:

- A) The employee has been employed by the County for a minimum of one year.
- B) The employee must have received written approval from the Department Head and the Director of Human Resources prior to registering for the course.
- C) Eligible employees must achieve a grade of "B" or better, and credit for the course if credit is offered.
- D) The employee claiming reimbursement must prove actual payment sought to be reimbursed by furnishing specific receipts. Books and miscellaneous fees are not reimbursable, only tuition cost for credit hours will be reimbursed subject to approval.
- E) To be reimbursed, the course must relate to the work the employee is then performing or such course must be part of a recognized degree awarding curriculum with the degree program being directly and concretely related to the employee's current classification.

- F) Any employee required to attend a class, mandated in-service program, or annual examination in order to maintain his/her certification may be released from his/her daily assignment, with pay, to complete said program but only if the same program is not available outside regular working hours.
- G) Employees who voluntarily separate from employment with the County within 3 years of receipt of payment for tuition reimbursement will be required to pay 50% of the reimbursed amount back to the County. Said repayment will be deducted from employee's final payroll and any additional amount will be invoiced.

16.8 HEALTH BENEFITS

The Employer will provide the employee with the opportunity of obtaining the following services free of charge from the County Health Department:

- A) Tetanus Toxoid series or booster.
- B) Influenza immunization.
- C) Diphtheria series or booster.
- D) Polio series or booster.
- E) Tuberculin Test.
- F) Cholesterol Test (twice per year).

ARTICLE 17 **VACATIONS**

17.0 VACATION ACCRUAL

17.01 ACCRUAL - FULL-TIME

On January 1st, a new employee will have available a vacation period of two (2) weeks. Following the second January 1st of County employment, the employee shall have four (4) weeks of vacation per fiscal year. On January 1st following ten (10) full fiscal years of County employment, the employee shall be entitled to one (1) additional vacation week. For an employment period of less than a full year, vacation days shall be prorated.

For persons hired after January 1, 1995, the following shall apply. On January 1st, a new employee will have available a vacation period of two (2) weeks. Following the second January 1st of County employment, the employee shall have three (3) weeks of vacation per fiscal year. On January 1st following four full fiscal years of County employment, the employee shall be entitled to four weeks of vacation. On January 1st following ten (10) full fiscal years of County employment, the employee shall be entitled to one (1)

additional vacation week. For an employment period of less than a full year, vacation days shall be prorated.

17.02 ACCRUAL - PART-TIME

For regular part-time employees, their vacation benefit shall be prorated.

17.1 VACATION REQUESTS

Vacation requests for the year shall be in writing and given to the employee's supervisor by March 1. If similar requests are received from two (2) or more employees, the most senior employee shall be given preference unless the operation of the department would be adversely affected. Vacation requests received after March 1 will be prioritized on a first received basis and may be granted unless the operation of the department would be adversely affected.

17.2 VACATION VS. HOLIDAY

A holiday which falls during a vacation period shall not be considered a vacation day.

17.3 VACATION VS. LEAVE

While on any unpaid leave of absence, vacation time shall not accrue.

17.4 VACATION CANCELLATION

Every attempt will be made to allow vacation to be taken as requested and will only be canceled with a five (5) day notice for cause and with the approval of the Director of Human Resources.

17.5 VACATION USE

Vacation days for the year shall be available January 1st of each year. An employee working less than a full year shall have vacation days prorated. All accrued vacation shall be used during the scheduled vacation year except as provided for in paragraph 17.7.

17.6 CANCELED VACATION

If management cancels an employee's vacation due to a workload problem, then said days shall be rescheduled or be paid for at the employee's regular daily rate.

17.7 VACATION CARRYOVER

An employee will be allowed to carryover a maximum of ten (10) days vacation from one year to the next. Effective January 1, 1997, the maximum carryover shall be increased to twenty (20) days.

17.8 VACATION BORROWING

No employee shall be allowed to borrow vacation days from a future year or borrow or accept a gift of accrued vacation, sick time, or personal holidays from another employee.

17.9 VACATION HOURLY INCREMENTS

Vacation may be taken in minimum increments of one-half (½) hour.

17.10 VACATION PAYOFF

Upon retirement, voluntary separation, or layoff, any accrued but unused vacation shall be paid for at the employee's regular daily wage rate.

17.11 VACATION PAYBACK

Personal holidays and/or vacation days taken by a terminating employee in excess of the appropriate number of prorated available days shall be repaid by the proper amount being withheld from the employee's final check or accepting a certified check from the employee covering the overpayment.

ARTICLE 18
HOLIDAYS

18.0 IDENTIFIED HOLIDAYS

Holidays falling on weekdays, Monday through Friday, will be recognized by Bay County for unit members as follows:

New Year's Day	Labor Day
New Year's Eve Day	General Election Day**
Martin Luther King Day	Veterans Day
Washington's Birthday	Thanksgiving Day
Good Friday	Friday following Thanksgiving Day
Memorial Day	Christmas Day
Independence Day	Christmas Eve Day
	Three Personal Holidays

** General Election Day shall be eliminated as a holiday starting in 1995.

An additional one-half (1/2) personal holiday (4 hours) will be provided to employees in 1995 and 1996, excluding employees hired after January 1, 1995 who will not have the additional one-half (1/2) personal holiday until they have been employed by the Employer for at least five (5) years.

A nonstandard work week will consist of any position for which the work week is not described as Monday - Friday, 8:00 a.m. to 5:00 p.m., including but not limited to affected positions within the 24/7 operations. Employees scheduled to work a nonstandard work week will be advised of such by the Department Head. Employees working a nonstandard work week and required to work on any identified County Holiday listed above shall be paid time and one half for hours worked in addition to the 8 hour standard Holiday pay provided they meet other requirements in the collective bargaining agreement.

18.1 COMPENSATION - FULL-TIME

Full-time employees shall be paid for these holidays at the regular rate of pay provided that the employee worked the day before and their scheduled day following the specific holiday. In this section, a scheduled day is defined by a day in which the employee was normally scheduled to work or has received pre-approval to use available paid time off by the supervisor at least 24 hours prior to the start of their scheduled shift. Bereavement leave may be utilized the day before or after the holiday under the guidelines of Article 14.0 FUNERAL LEAVE.

18.2 COMPENSATION - PART-TIME

Regular part-time employees' scheduled to work a holiday shall be paid for that day for the hours they were normally scheduled to work. If such employee is not normally scheduled to work a holiday, he/she shall not be paid for the holiday.

18.3 PERSONAL HOLIDAYS

Personal holidays shall be scheduled in advance when possible and taken in the calendar year earned. In the case of severance, personal holidays shall be computed on the basis of one (1) personal holiday for every four (4) months worked in that calendar year. Personal holidays may be taken in minimum increments of one-half hour.

18.4 OVERUSE

Personal holidays and/or vacation days taken by a terminating employee in excess of the appropriate number of pro-rated available days shall be repaid by the proper amount being withheld from the employee's check or accepting a certified check from the employee covering the overpayment.

18.5 WEEKEND HOLIDAY OBSERVANCE

Whenever one of the designated holidays fall on a Saturday, it shall be celebrated on Friday; if the holiday falls on a Sunday, it shall be celebrated on Monday. However, if the holiday falls on a Saturday and Friday is also a holiday, Thursday and Friday shall be celebrated as holidays. If the holiday falls on a Sunday and Monday is also a holiday, Monday and Tuesday

shall be celebrated as holidays. However, for employees who are scheduled to work shifts in a continuous operation facility the holiday shall be celebrated on the day of its occurrence.

ARTICLE 19

MISCELLANEOUS PROVISIONS

19.0 HEALTH/SAFETY

The County will continue to make reasonable provisions for the safety and health of its employees during their hours of employment. The Association may notify management in writing when, in its opinion, an unsafe situation exists on County property.

19.1 FACILITY USE

The Association may, with prior Department Head approval, use County meeting space if no additional cost is incurred by the County.

19.2 CONTRACT DISTRIBUTION

The County agrees to supply an electronic copy of this contract to each member of B.C.A.M.P.S. (within 60 days or less) after the signing of this Agreement. Said member shall sign for the contract on a form provided by the Personnel Department.

19.3 EMERGENCY CONDITIONS

No wages shall be payable to employees who do not show up for work due to emergency conditions including, but not limited to, snow, fire, flood, explosion, utility failure or other extreme conditions.

19.30 SNOW DAYS

Should the County buildings be closed by executive order, stating that employees shall not report for work, employees shall receive their daily base pay. To qualify for this pay, the employee must have been scheduled to report to work that day to the building that was closed (i.e. did not call in or have a pre-scheduled day off). This paragraph shall not apply to twenty-four (24) hour County operations.

19.4 BULLETIN BOARDS

The County will furnish and maintain one (1) bulletin board at the County building and one (1) bulletin board at Washington Plaza for the Association's use. The boards shall be used for the following subjects:

- A) Recreational, social, and related news bulletins;
- B) Scheduled Association meetings;

- C) Information covering Association elections or the results thereof;
- D) Reports of official business of the Association including reports of committees and Association officers;
- E) Any other material which has been approved by the County executive, or his/her designee, and the Local Association President.

19.5 FEDERAL AND STATE LAWS

If any article or section of this Agreement should be held invalid by operation of law, the remainder of this Agreement shall not be affected thereby, and the parties shall enter into immediate collective bargaining negotiations for the purpose of arriving at a mutually satisfactory replacement for such article, section or provision held invalid.

ARTICLE 20 **WAIVER PROVISION**

The parties acknowledge that, during the negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law from the area of collective bargaining, and that the understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement. Therefore, the Employer and the Association, for the life of this Agreement, each voluntarily and unqualifiedly waives the right, and each agrees that the other shall not be obligated, to bargain collectively with respect to any subject or matter.

ARTICLE 21 **PAST PRACTICE**

This Agreement embodies all the obligations between the parties evolving from the collective bargaining process and supersedes all prior relationships and/or past practices.

ARTICLE 22 **SUPPLEMENTARY EMPLOYMENT**

Supplemental employment is permitted under the following conditions:

- A) That the additional employment must in no way conflict with the employee's hours of employment, or in quantity or interest conflict in any way with

satisfactory and impartial performance of his/her duties, as determined within the sole discretion of the Employer.

- B) Upon request, the employee shall inform his or her Division Head of his or her supplemental employment.

ARTICLE 23

FAMILY AND MEDICAL LEAVE ACT

23.0 FAMILY AND MEDICAL LEAVE ACT

The parties agree that each has the right to exercise its rights under the Family and Medical Leave Act and that any contrary provision contained in this contract is superseded by the Family and Medical Leave Act.

ARTICLE 24

WAGES

24.0 The wages listed as 2020 – 2022 Professional Classifications and 2020-2022 Managerial Classifications reflect a 2.0% pay increase added to the base salary on January 1, 2020 and a 1.0% pay increase added to the base salary on January 1, 2022.

24.1 In addition, each employee on the rolls effective January 1, 2021, shall receive a lump sum payment of \$500 to be paid in the first quarter of 2021.

24.2 Effective January 1, 2020, each employee shall earn two additional personal days in each year of the bargaining agreement, providing he or she is on the rolls January 1st of each year. As before, such days must be used by the end of the year in which accrued or are forfeited.

ARTICLE 25

DURATION OF AGREEMENT

25.0 DURATION OF AGREEMENT

This Agreement constitutes the entire collection of negotiated articles on all subjects. This Agreement shall become effective on January 1, 2020, and shall terminate on December 31, 2022.

BCAMPS/BAY COUNTY

TERMINATION DATE: DECEMBER 31, 2022

This Agreement may be altered, modified, added to or deleted from only by the written consent of the parties.

IN WITNESS WHEREOF the parties hereunto set their hands and seals below.

FOR THE COUNTY:

J. Barcia 6/30/2020
James Barcia Date
Bay County Executive

Michael Murphy 7/9/2020
Chairperson Date
Bay County Board of Commissioners

Shawna Walraven 6-30-2020
Shawna Walraven Date
County Treasurer

J. Rivet 6-30-20
Joseph Rivet Date
Drain Commissioner

Nancy Borushko 7-13-2020
Nancy Borushko Date
Prosecuting Attorney

FOR THE ASSOCIATION:

Joel Kwiatkowski 6-22-20
Joel Kwiatkowski Date
Unit President

Ricville Gimenez 6/30/20
Ricville Gimenez Date

Wendy D. White 6/30/20
Wendy D. White Date

PROFESSIONAL CLASSIFICATIONS
2020-2021 Wage Scales
(2.0% increase effective January 1, 2020)

	Hire	6 Month	1 Year	2 Year	3 Year
PB01	\$1,092.80 \$28,412.80	\$1,116.80 \$29,036.80	\$1,148.80 \$29,868.80	\$1,177.60 \$30,617.60	\$1,202.40 \$31,262.40
PB02	\$1,185.60 \$30,825.60	\$1,223.20 \$31,803.20	\$1,256.80 \$32,676.80	\$1,284.00 \$33,384.00	\$1,319.20 \$34,299.20
PB03	\$1,296.80 \$33,716.80	\$1,332.80 \$34,652.80	\$1,368.80 \$35,588.80	\$1,410.40 \$36,670.40	\$1,446.40 \$37,606.40
PB04	\$1,410.40 \$36,670.40	\$1,457.60 \$37,897.60	\$1,501.60 \$39,041.60	\$1,546.40 \$40,206.40	\$1,589.60 \$41,329.60
PB05	\$1,536.00 \$39,936.00	\$1,588.80 \$41,308.80	\$1,645.60 \$42,785.60	\$1,699.20 \$44,179.20	\$1,752.80 \$45,572.80
PB06	\$1,681.60 \$43,721.60	\$1,744.80 \$45,364.80	\$1,806.40 \$46,966.40	\$1,868.80 \$48,588.80	\$1,932.00 \$50,232.00
PB07	\$1,839.20 \$47,819.20	\$1,913.60 \$49,753.60	\$1,983.20 \$51,563.20	\$2,061.60 \$53,601.60	\$2,136.00 \$55,536.00
PB08	\$2,011.20 \$52,291.20	\$2,101.60 \$54,641.60	\$2,188.00 \$56,888.00	\$2,276.80 \$59,196.80	\$2,358.40 \$61,318.40
PB09	\$2,208.00 \$57,408.00	\$2,308.00 \$60,008.00	\$2,405.60 \$62,545.60	\$2,512.80 \$65,332.80	\$2,615.20 \$67,995.20
PB10	\$2,428.80 \$63,148.80	\$2,539.20 \$66,019.20	\$2,658.40 \$69,118.40	\$2,773.60 \$72,113.60	\$2,894.40 \$75,254.40
PB11	\$2,662.40 \$69,222.40	\$2,802.40 \$72,862.40	\$2,940.00 \$76,440.00	\$3,076.00 \$79,976.00	\$3,208.00 \$83,408.00

BCAMPS/BAY COUNTY

TERMINATION DATE: DECEMBER 31, 2022

MANAGERIAL CLASSIFICATIONS

2020-2021 Wage Scales

(2.0% increase effective January 1, 2020)

	Hire	1 year	2 year	3 year	4 year
MB01	\$1,235.20 \$32,115.20	\$1,255.20 \$32,635.20	\$1,264.80 \$32,884.80	\$1,280.00 \$33,280.00	\$1,298.40 \$33,758.40
MB02	\$1,300.80 \$33,820.80	\$1,320.80 \$34,340.80	\$1,344.00 \$34,944.00	\$1,356.80 \$35,276.80	\$1,382.40 \$35,942.40
MB03	\$1,377.60 \$35,817.60	\$1,396.80 \$36,316.80	\$1,423.20 \$37,003.20	\$1,439.20 \$37,419.20	\$1,468.00 \$38,168.00
MB04	\$1,457.60 \$37,897.60	\$1,480.80 \$38,500.80	\$1,509.60 \$39,249.60	\$1,536.00 \$39,936.00	\$1,564.80 \$40,684.80
MB05	\$1,539.20 \$40,019.20	\$1,571.20 \$40,851.20	\$1,604.80 \$41,724.80	\$1,633.60 \$42,473.60	\$1,665.60 \$43,305.60
MB06	\$1,625.60 \$42,265.60	\$1,665.60 \$43,305.60	\$1,701.60 \$44,241.60	\$1,736.80 \$45,156.80	\$1,771.20 \$46,051.20
MB07	\$1,723.20 \$44,803.20	\$1,764.80 \$45,884.80	\$1,806.40 \$46,966.40	\$1,850.40 \$48,110.40	\$1,891.20 \$49,171.20
MB08	\$1,821.60 \$47,361.60	\$1,874.40 \$48,734.40	\$1,921.60 \$49,961.60	\$1,971.20 \$51,251.20	\$2,018.40 \$52,478.40
MB09	\$1,932.00 \$50,232.00	\$1,988.00 \$51,688.00	\$2,046.40 \$53,206.40	\$2,101.60 \$54,641.60	\$2,158.40 \$56,118.40
MB10	\$2,048.80 \$53,268.80	\$2,117.60 \$55,057.60	\$2,174.40 \$56,534.40	\$2,242.40 \$58,302.40	\$2,300.80 \$59,820.80
MB11	\$2,170.40 \$56,430.40	\$2,244.80 \$58,364.80	\$2,320.00 \$60,320.00	\$2,389.60 \$62,129.60	\$2,464.80 \$64,084.80
MB12	\$2,300.80 \$59,820.80	\$2,385.60 \$62,025.60	\$2,470.40 \$64,230.40	\$2,554.40 \$66,414.40	\$2,635.20 \$68,515.20
MB13	\$2,443.20 \$63,523.20	\$2,537.60 \$65,977.60	\$2,630.40 \$68,390.40	\$2,726.40 \$70,886.40	\$2,819.20 \$73,299.20
MB14	\$2,595.20 \$67,475.20	\$2,696.80 \$70,116.80	\$2,804.80 \$72,924.80	\$2,911.20 \$75,691.20	\$3,018.40 \$78,478.40

BCAMPS/BAY COUNTY**TERMINATION DATE: DECEMBER 31, 2022**

MB15	\$2,756.80	\$2,874.40	\$2,995.20	\$3,112.80	\$3,231.20
	\$71,676.80	\$74,734.40	\$77,875.20	\$80,932.80	\$84,011.20
MB16	\$2,298.00	\$3,060.00	\$3,193.60	\$3,329.60	\$3,460.00
	\$76,128.00	\$79,560.00	\$83,033.60	\$86,569.60	\$89,960.00

BCAMPS/BAY COUNTY**TERMINATION DATE: DECEMBER 31, 2022**

PROFESSIONAL CLASSIFICATIONS
2022 Wage Scales
(1.0% increase effective January 1, 2022)

	Hire	6 Month	1 Year	2 Year	3 Year
PB01	\$1,104.00 \$28,704.00	\$1,128.00 \$29,328.00	\$1,160.00 \$30,160.00	\$1,189.60 \$30,929.60	\$1,214.40 \$31,574.40
PB02	\$1,197.60 \$31,137.60	\$1,235.20 \$32,115.20	\$1,269.60 \$33,009.60	\$1,296.80 \$33,716.80	\$1,332.00 \$34,632.00
PB03	\$1,309.60 \$34,049.60	\$1,346.40 \$35,006.40	\$1,382.40 \$35,942.40	\$1,424.80 \$37,044.80	\$1,460.80 \$37,980.80
PB04	\$1,424.80 \$37,044.80	\$1,472.00 \$38,272.00	\$1,516.80 \$39,436.80	\$1,561.60 \$40,601.60	\$1,605.60 \$41,745.60
PB05	\$1,551.20 \$40,331.20	\$1,604.80 \$41,724.80	\$1,662.40 \$43,222.40	\$1,716.00 \$44,616.00	\$1,770.40 \$46,030.40
PB06	\$1,698.40 \$44,158.40	\$1,762.40 \$45,822.40	\$1,824.80 \$47,444.80	\$1,887.20 \$49,067.20	\$1,951.20 \$50,731.20
PB07	\$1,857.60 \$48,297.60	\$1,932.80 \$50,252.80	\$2,003.20 \$52,083.20	\$2,082.40 \$54,142.40	\$2,157.60 \$56,097.60
PB08	\$2,031.20 \$52,811.20	\$2,122.40 \$55,182.40	\$2,209.60 \$57,449.60	\$2,299.20 \$59,779.20	\$2,381.60 \$61,921.60
PB09	\$2,230.40 \$57,990.40	\$2,331.20 \$60,611.20	\$2,429.60 \$63,169.60	\$2,537.60 \$65,977.60	\$2,641.60 \$68,681.60
PB10	\$2,452.80 \$63,772.80	\$2,564.80 \$66,684.80	\$2,684.80 \$69,804.80	\$2,801.60 \$72,841.60	\$2,923.20 \$76,003.20
PB11	\$2,688.80 \$69,908.80	\$2,830.40 \$73,590.40	\$2,969.60 \$77,209.60	\$3,106.40 \$80,766.40	\$3,240.00 \$84,240.00

BCAMPS/BAY COUNTY

TERMINATION DATE: DECEMBER 31, 2022

MANAGERIAL CLASSIFICATIONS

2022 Wage Scales

(1.0% increase effective January 1, 2022)

	Hire	1 year	2 year	3 year	4 year
MB01	\$1,247.20 \$32,427.20	\$1,268.00 \$32,968.00	\$1,277.60 \$33,217.60	\$1,292.80 \$33,612.80	\$1,311.20 \$34,091.20
MB02	\$1,313.60 \$34,153.60	\$1,334.40 \$34,694.40	\$1,357.60 \$35,297.60	\$1,370.40 \$35,630.40	\$1,396.00 \$36,296.00
MB03	\$1,391.20 \$36,171.20	\$1,410.40 \$36,670.40	\$1,437.60 \$37,377.60	\$1,453.60 \$37,793.60	\$1,482.40 \$38,542.40
MB04	\$1,472.00 \$38,272.00	\$1,496.00 \$38,896.00	\$1,524.80 \$39,664.80	\$1,551.20 \$40,331.20	\$1,580.80 \$41,100.80
MB05	\$1,554.40 \$40,414.40	\$1,587.20 \$41,267.20	\$1,620.80 \$42,140.80	\$1,649.60 \$42,889.60	\$1,682.40 \$43,742.40
MB06	\$1,641.60 \$42,681.60	\$1,682.40 \$43,742.40	\$1,718.40 \$44,678.40	\$1,754.40 \$45,614.40	\$1,788.80 \$46,508.80
MB07	\$1,740.80 \$45,260.80	\$1,782.40 \$46,342.40	\$1,824.80 \$47,444.80	\$1,868.80 \$48,588.80	\$1,910.40 \$49,670.40
MB08	\$1,840.00 \$47,840.00	\$1,892.80 \$49,212.80	\$1,940.80 \$50,460.80	\$1,991.20 \$51,771.20	\$2,038.40 \$52,998.40
MB09	\$1,951.20 \$50,731.20	\$2,008.00 \$52,208.00	\$2,067.20 \$53,747.20	\$2,122.40 \$55,182.40	\$2,180.00 \$56,680.00
MB10	\$2,069.60 \$53,809.60	\$2,138.40 \$55,598.40	\$2,196.00 \$57,096.00	\$2,264.80 \$58,884.80	\$2,324.00 \$60,424.00
MB11	\$2,192.00 \$56,992.00	\$2,267.20 \$58,947.20	\$2,343.20 \$60,923.20	\$2,413.60 \$62,753.60	\$2,489.60 \$64,729.60
MB12	\$2,324.00 \$60,424.00	\$2,409.60 \$62,649.60	\$2,495.20 \$64,875.20	\$2,580.00 \$67,080.00	\$2,661.60 \$69,201.60
MB13	\$2,468.00 \$64,168.00	\$2,563.20 \$66,643.20	\$2,656.80 \$69,076.80	\$2,753.60 \$71,593.60	\$2,847.20 \$74,027.20
MB14	\$2,620.80 \$68,140.80	\$2,724.00 \$70,824.00	\$2,832.80 \$73,652.80	\$2,940.00 \$76,440.00	\$3,048.80 \$79,268.80

BCAMPS/BAY COUNTY**TERMINATION DATE: DECEMBER 31, 2022**

MB15	\$2,784.00	\$2,903.20	\$3,024.80	\$3,144.00	\$3,263.20
	\$72,384.00	\$75,483.20	\$78,644.80	\$81,744.00	\$84,843.20
MB16	\$2,957.60	\$3,090.40	\$3,225.60	\$3,363.20	\$3,494.40
	\$76,897.60	\$80,350.40	\$83,865.60	\$87,443.20	\$90,854.40

**Letter of Understanding
entered into between
The Bay County Association of Managers, Professionals and Supervisors
(B.C.A.M.P.S)
and
the County of Bay**

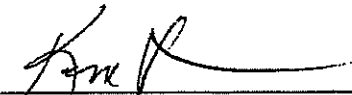
WHEREAS, the parties have entered into a collective bargaining contract which is due to expire on December 31, 2008; and

WHEREAS, the parties wish to enter into a Letter of Understanding regarding the exclusion of employees hired between January 1, 2007 and March 1, 2007 from the provisions contained in Article 16.43, Retirement Modification, Sections (A) and (B) only;

THEREFORE, for and in consideration of the mutual covenants hereinafter contained, the parties hereto agree as follows:


1. The parties agree to exclude any employees hired between January 1, 2007 and March 1, 2007 from the provisions contained in Article 16.43, Retirement Modification, Sections (A) and (B) only.

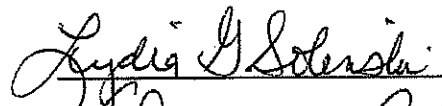
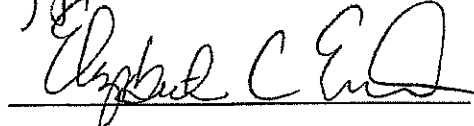
For the County of Bay:



Kim Coonan, Chairman
Bay County Board of Commissioners

For the Union:



BAY COUNTY
WORK RULES

PURPOSE: The orderly and efficient operation of the county government requires that certain work rules be established. Work rules covering personal standards of conduct as well as standard operating procedures are necessary to protect the health and safety of all employees, maintain uninterrupted service, and to protect the county goodwill and property.

WORK RULES: The following work rules shall be applicable to all county employees. These rules are not intended to be all inclusive and the county shall, when it deems appropriate, establish additional rules to ensure the effective operations of county government.

- (A) Employees shall deal with the public, employees and others in a courteous and professional manner.
- (B) Where the operations are continuous, an employee shall not leave his post until replaced by the next shift employee or until he or she is relieved by his or her supervisor.
- (C) Employees shall not gather on county premises to conduct any personal business without authorization.
- (D) Employees shall follow all safety regulations to include the wearing of safety articles and the using of protective equipment. Employees shall immediately report accidents or injury to their supervisor.
- (E) Employees shall be responsible for and shall not misuse county property, records, or other materials in their care, custody and control. County property, records, or other materials shall not be removed from the premises without written permission.
- (F) Employees shall avoid littering work areas.
- (G) Employees must be at their designated work area on time and ready to work. Employees shall remain at their work area, at work, until the scheduled quitting time unless permission to leave is granted by their supervisor.
- (H) An employee shall immediately report to his or her supervisor his or her inability to work and the reason therefore.
- (I) Employees shall immediately report the loss of their badge or identification card to their supervisor. Employees shall not allow other persons to use their badge or identification card at any time.
- (J) Employees shall not park in prohibited areas.
- (K) Employees shall notify their supervisor whenever there is a change in their personal data.
- (L) Employees shall not restrict or interrupt work or interfere with the work of others.

BCAMPS/BAY COUNTY

TERMINATION DATE: DECEMBER 31, 2022

- (M) Employees shall report for and remain at work only in a fit physical condition.
- (N) Employees shall not neglect their duties and responsibilities or refuse to perform assigned work. Insubordination and insolent behavior is prohibited.
- (O) Employees shall not engage in immoral conduct, fight, engage in horseplay, gamble, or use abusive language while on duty or on county premises.
- (P) Employees shall not use county telephones for personal calls or conduct personal business during working hours on county premises.
- (Q) Employees shall not engage in unapproved soliciting, partisan political activity, use their position for personal gain, or use their position to coerce others.
- (R) Employees shall not post notices on the county premises without prior written approval from the appropriate authority.
- (S) Employees shall not possess unauthorized firearms, weapons, or explosive devices on county time, premises, or business.
- (T) Employees shall not falsify records, reports, or claims of illness or injury.
- (U) Employees shall not punch or sign another employee's time card or worksheet.
- (V) Employees shall not engage in activities during non-working hours that are harmful to the county's service or which inhibit their effectiveness on the job.
- (W) Employees shall not be a party to a fraudulent act.
- (X) Employees shall not be involved in a theft of goods, services, or accept payment for time while not at an assigned duty.
- (Y) Employees shall not possess, use, or be under the influence of illegal drugs, legal drugs being used unlawfully, controlled substances, or intoxicating substances on County time, premises or business.
- (Z) Employees shall not harass, discriminate, bully, or otherwise intimidate for any reason any employee or other person while on company time and/or property.

DISCIPLINARY ACTION: Employees who violate any of the above work rules shall be subject to disciplinary action up to and including discharge.

May, 1983

Revised, 1/98 (Changed item (Y) only)

Revised, 4/2014 (added item (Z) only)

Revised, 5/2018 (A & N updated)